

HOTEL LOCK

HL700



Manual



Content

1. (System Composition).....	3
1.1. (Hotel Lock).....	3
1.2. RFID (RFID card reader)	3
1.3. (Handheld Device)	5
1.4. V3.1 (V3.1 Software).....	5
1.5. (Configuration Card)	5
1.6. (Maintenance Card)	5
1.7. (Authorize Card)	6
1.8. (Data Card)	6
2. (Software Installation).....	6
3. (Run the software).....	9
4. (Setting Software).....	10
4.1. (Creating Hotel Rooms)	10
4.2. (Creating Room Types).....	12
4.3. (Creating Public Doors)	14
4.4. (Setting System Password)	16
4.5. (Setting Working Hours).....	17
4.6. (Setting Working Hours for Employee Cards as Needed).....	Error! Bookmark not defined.
4.7. (Setting Room Segments).....	18
4.8. (Debugging Door Locks).....	18
4.9. (Employee Management)	19
4.9.1. (Master Control Card).....	19
4.9.2. (Manager Card)	22
4.9.3. (House Keeping Card).....	24
4.9.4. (employee card).....	26
4.10. (New guest card).....	30

4.11. (Duplicate card).....	31
4.12. (Set login permissions for software)	31
5. (Opening records)	36

1. (System Composition)

1.1. (Hotel Lock)



1.2. RFID (RFID card reader)

FE- 01 : (Support System : WIN7/WIN8/WIN10/WIN11)

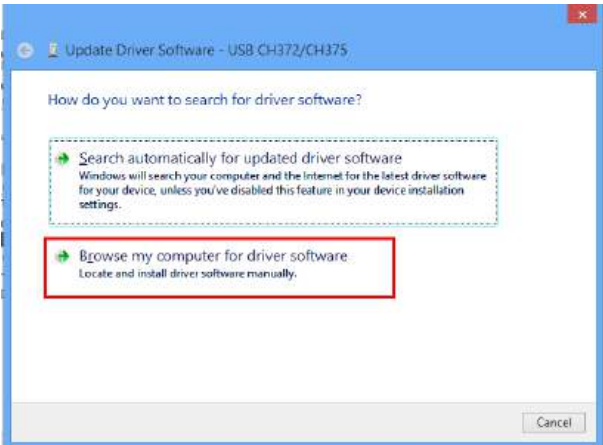
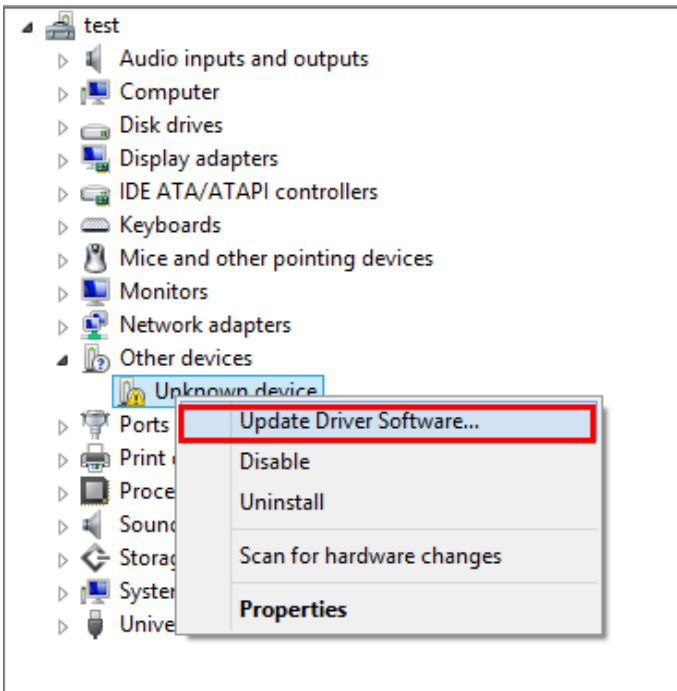
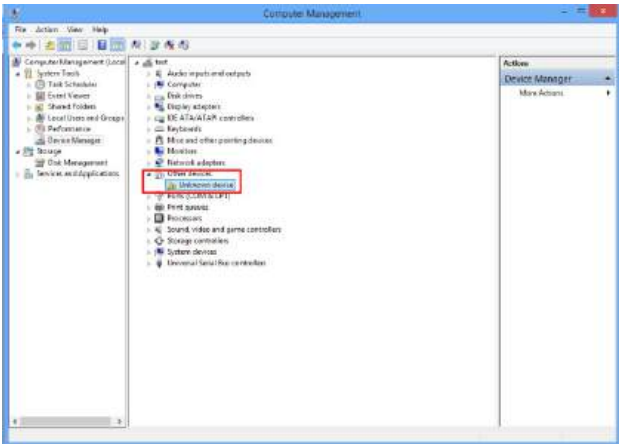
FE-01 :No driver installation is required.(Supported systems:WIN7/WIN8/WIN10/WIN11).

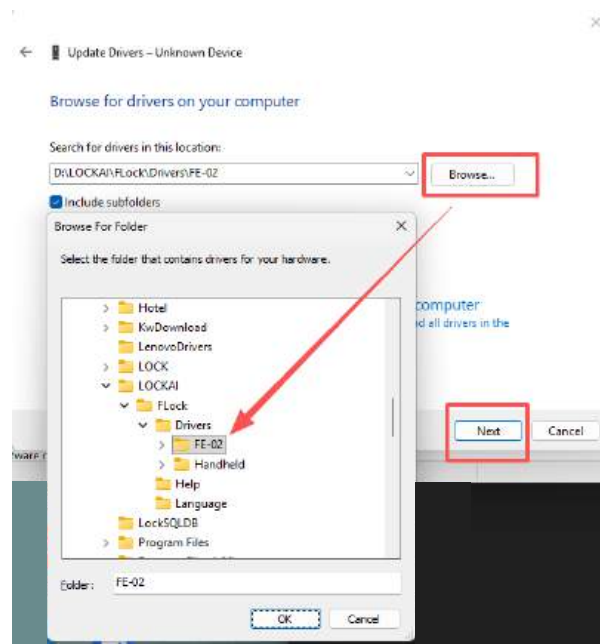


FE- 02: (Supported Systems : WIN7/WIN8/WIN10/WIN11)

FE-02 :**Driver installation is required.** The driver program is located in the installation directory.(Supported systems: WIN7/WIN8/WIN10/WIN11).

FE-02(Driver installation) :





1.3. (Handheld Device)

Make it more convenient for users to debug the locks. (Optional).



1.4. (V3.1 Software)

This software can be used on Win 7, Win 8, Windows 10, Windows 11, Win Server 2003 and above systems.

1.5. (Configuration Card)

Card type: S70/MifarePlus 4K

This card is used to set up a newly installed or factory-restored door lock.

1.6. (Maintenance Card)

Card type: S70/MifarePlus 4K

When the door lock malfunctions, this card is used to verify the door lock information.

1.7. (Authorize Card)

Card type: S70/MifarePlus 4K

When using the authorized employee card function, the access rights of the employee card need to be authorized to the door lock via this authorize card.

1.8. (Data Card)

Card type: CPU

Used to download door lock data, and read door lock information and access records via the card reader.

2. (Software Installation)

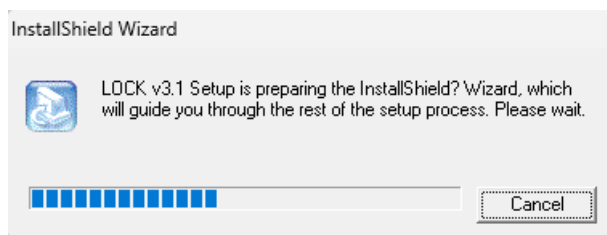


(Double-click)

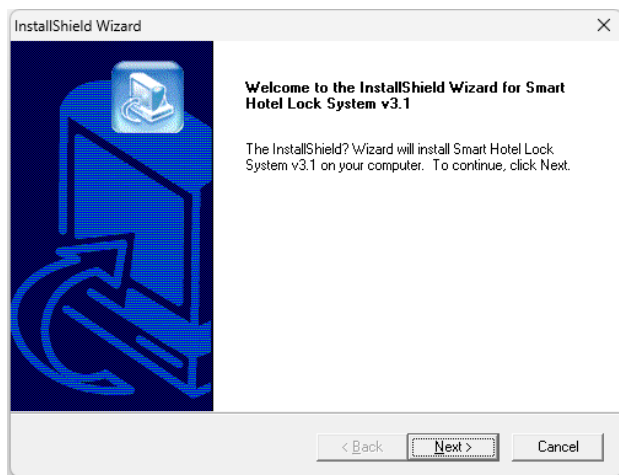
“Next”(Click ‘Next’)



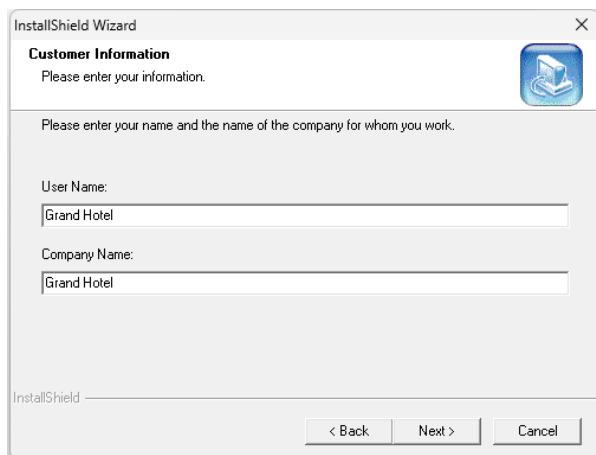
Click ‘OK’)



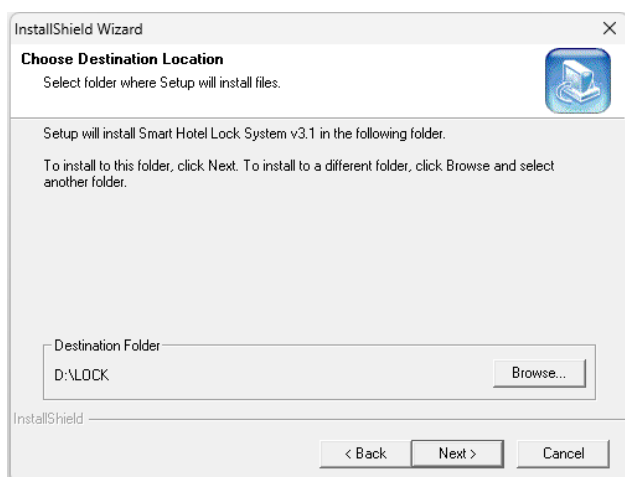
Click 'Next')



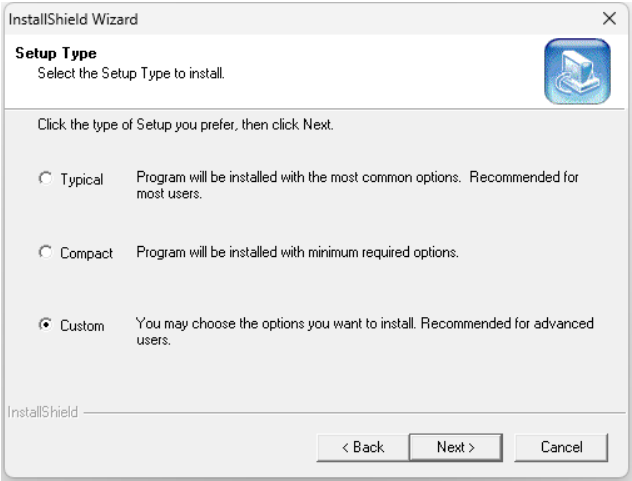
Enter the user name and company name as needed, then click "Next".



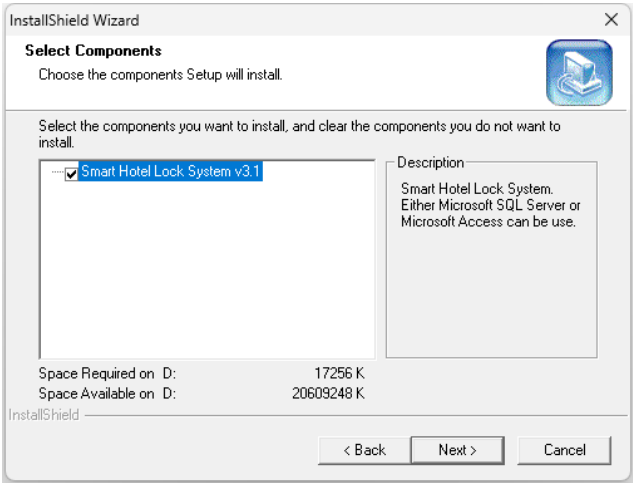
Click 'Next')



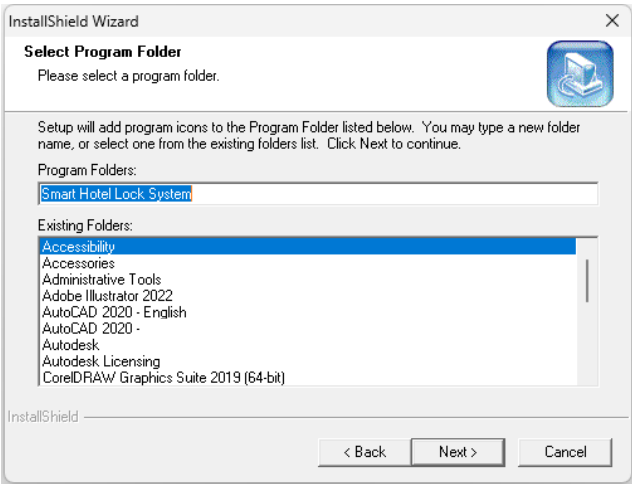
Click 'Next')



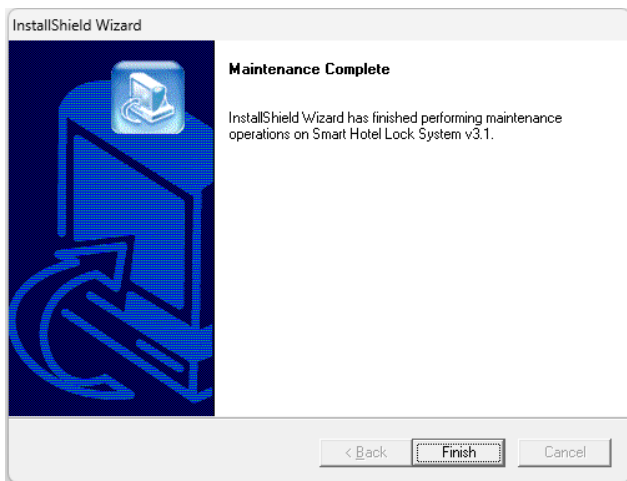
Click 'Next')



Click 'Next')



Click 'Finish')



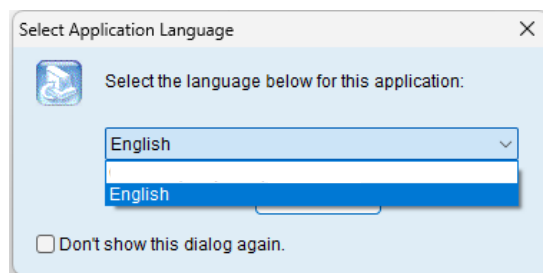
(After installation is complete, the software icon is displayed on the desktop)

3. (Run the software)

(Double-click the software icon)

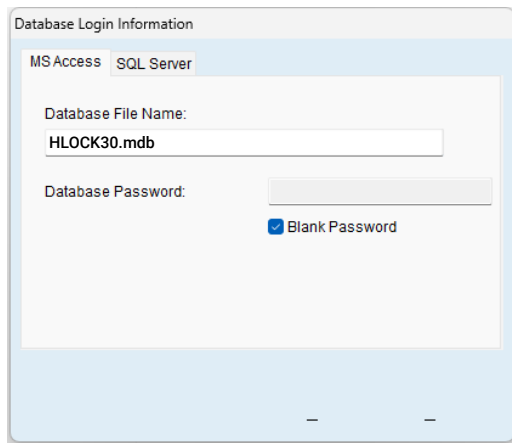
(Select 'English')

Check 'Do not show dialog again.', then click 'Next')

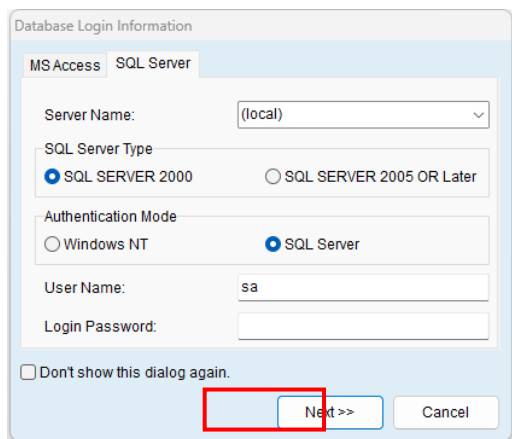


SQLSERVER ACCESS (Select the database type for the software to use. The software supports two types of databases: SQL Server and Access.)

1. Access: which is used for hotels with only one front desk for card issuance.)

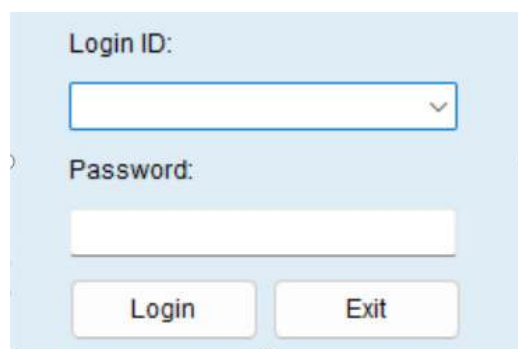


2. SQL Server : (SQL Server: This type of database is used by hotels with more than two front desks issuing cards.)



(After selecting the database, check 'Do not show this dialog again', then click 'Next'.)

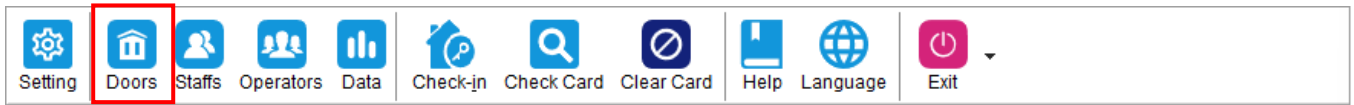
(Enter the default login ID: **admin**, password: **admin**, then click 'Login')



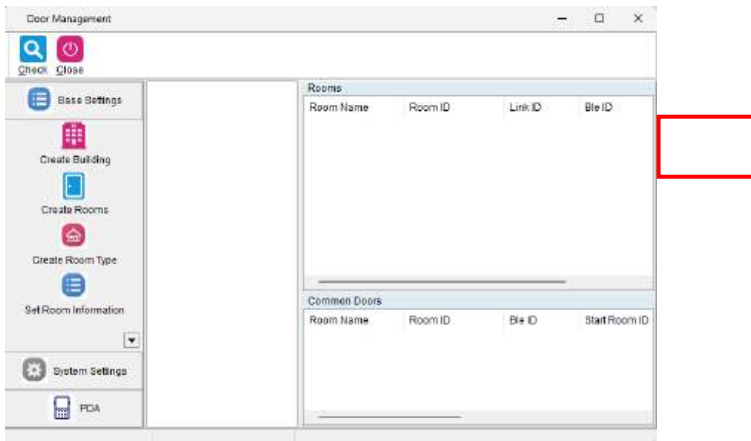
4. (Setting Software)

4.1. (Creating Hotel Rooms)

Click 'Doors')



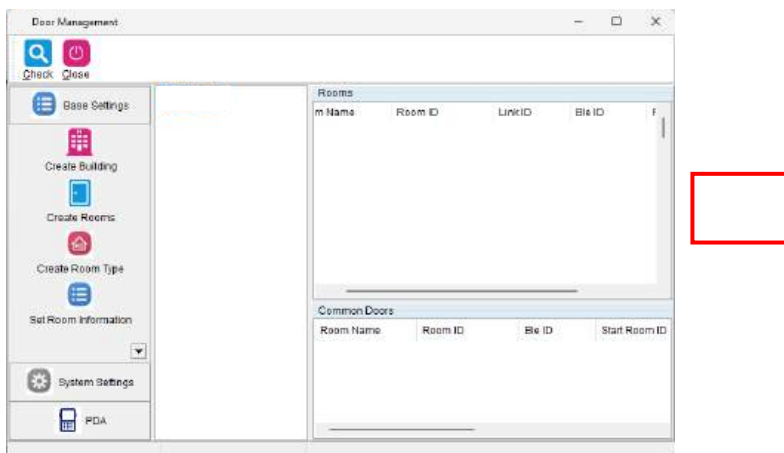
Click 'Create Building')



(Select the Building No, enter the Building Name, and click 'OK')

The image shows a 'Create Building' dialog box. It has two input fields: 'Building No:' with a dropdown menu showing 'Building no 1', and 'Building Name:' with a text box containing the letter 'A'. At the bottom are two buttons: 'OK' and 'Cancel'.

After creating the building, click 'Create Room')



(Select Building No, Floor No, modify Room Name Template, enter Room Count, click 'OK')

Create Room

Building No:

1 | A

Floor No:

1

Room Name Template:

0001##

Start Room No:

1

Room Count:

1

OK

Cancel

(After setup, the result will appear as shown below) :

Door Management

Check

Close

Base Settings

Create Building

Create Rooms

Create Room Type

Set Room Information

System Settings

PDA

Rooms

Room Name	Room ID	Link ID	Ble ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

Common Doors

Room Name	Room ID	Ble ID	Start Room ID
-----------	---------	--------	---------------

4.2. (Creating Room Types)

Door Management

Check

Close

Base Settings

Create Building

Create Rooms

Create Room Type

Set Room Information

System Settings

PDA

Rooms

Room Name	Room ID	Link ID	Ble ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

Common Doors

Room Name	Room ID	Ble ID	Start Room ID
-----------	---------	--------	---------------

(Select Type ID, enter Type Name and click 'Add')

Type ID	Type Name
---------	-----------

Type ID: Type Name:

(After completion, see the figure below)

Type ID	Type Name
1	Twin room

Type ID: Type Name:

(Set Room Information)

Door Management

Check Close

Base Settings

Create Building

Create Rooms

Create Room Type

Set Room Information

System Settings

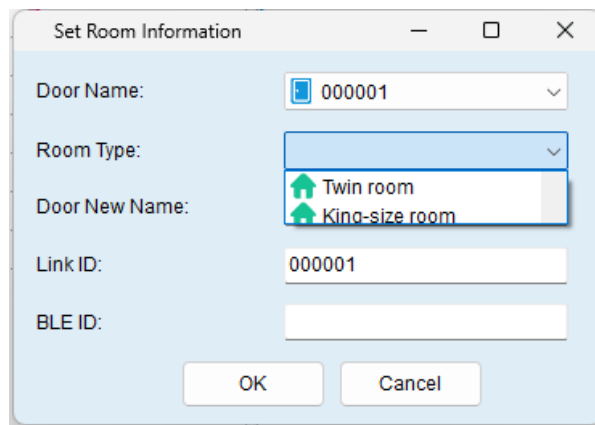
PDA

Room Name	Room ID	Link ID	BLE ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

Common Doors

Room Name	Room ID	BLE ID	Start Room ID
-----------	---------	--------	---------------

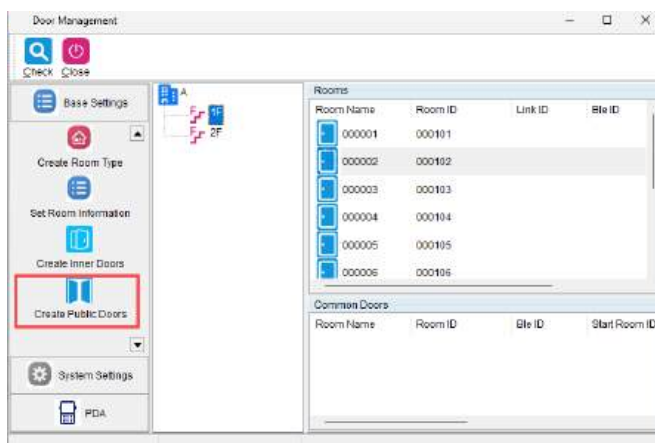
Select the Room Name and set the Room Type,click 'OK' . (After setting the Room Type, Need to set the room type operation permissions for all operators in 'Operators'.Please refer to 4.12)



A dialog box titled "Set Room Information" with the following fields and options:

- Door Name: 000001 (dropdown menu)
- Room Type: (dropdown menu)
- Door New Name: Twin room, King-size room (dropdown menu)
- Link ID: 000001 (text field)
- BLE ID: (empty text field)
- Buttons: OK, Cancel

4.3. (Creating Public Doors)



The "Door Management" interface shows a sidebar with navigation options and a main area with two tables.

Navigation Sidebar:

- Base Settings
- Create Room Type
- Set Room Information
- Create Inner Doors
- Create Public Doors (highlighted with a red box)
- System Settings
- PDA

Main Area:

Rooms Table:

Room Name	Room ID	Link ID	BLE ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

Common Doors Table:

Room Name	Room ID	BLE ID	Start Room ID

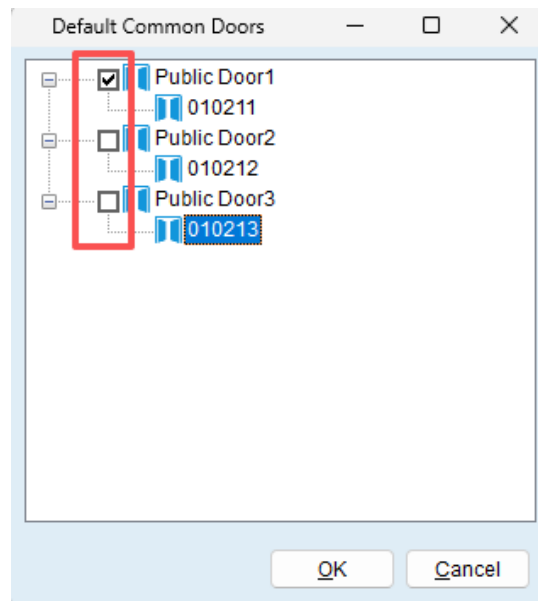
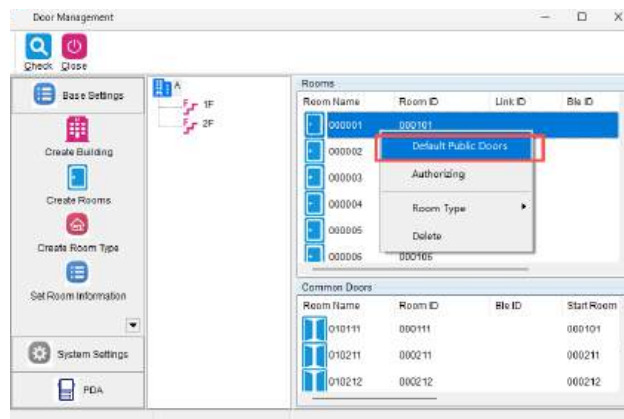
(The system can set two types of public doors with functions:) :

(Area Public Doors: Guest cards within the range of starting room number to ending room number can open this type of public door during their valid period; Master cards,manager cards, floor cards, and employee cards can open all area public doors during their valid periods.)

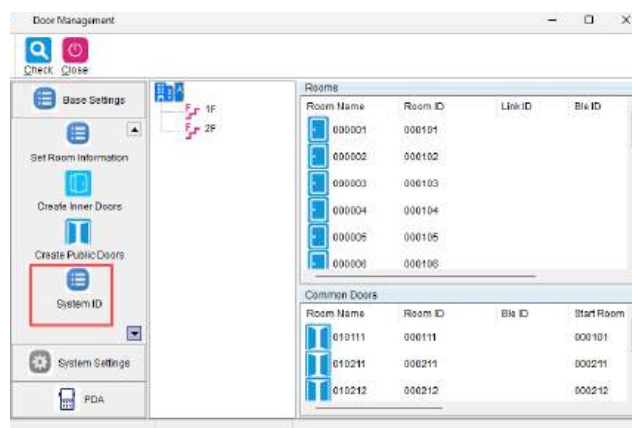
(Public-type doors: There are a total of 8 types. Guest cards, manager cards, floor cards, and employee cards need to be set up to open public-type doors that can be unlocked. The master card can unlock all public doors.)

(Set the default public-type doors that can be opened in the room)

- (Select the room to be set, right-click to bring up the menu, select "Default Public Doors", and guest cards can open these default public-type doors after setup.)



4.4. (Setting System Password)



Enter a numeric password (do not change the system password if it is only used for testing the door lock; change the system password if installing or debugging the door lock with hotel). If the password is not changed, the window will display "System password not changed" in black. After changing the password, the window will display "The system ID has been changed" in red.

System ID Setting

Current Sector:

1

New Sector:

1

New SID:

Confirm New SID:

OK

Cancel

The system ID is not changed.

System ID Setting

Current Sector:

1

New Sector:

1

New SID:

Confirm New SID:

OK

Cancel

The system ID has been changed.

4.5. (Setting Working Setctions)

- (Used to set the valid opening door time periods for manager cards, floor cards, and employee cards.)

Door Management

Check

Close

Base Settings

Create Inner Doors

Create Public Doors

System ID

Working Sections

System Settings

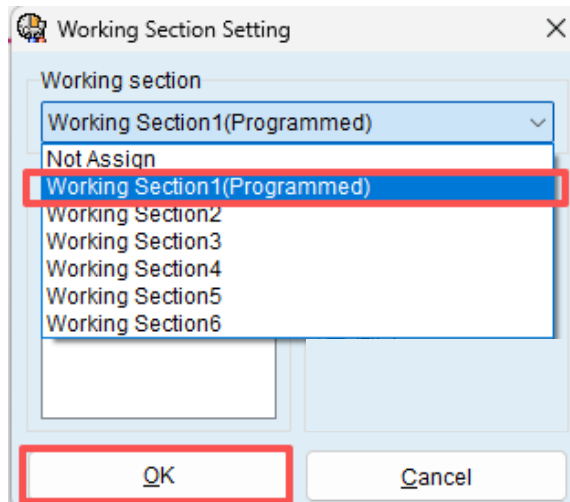
PDA

Rooms

Room Name	Room ID	Link ID	Bit ID
000001	000101		
000002	000102		
000003	000103		
000004	000104		
000005	000105		
000006	000106		

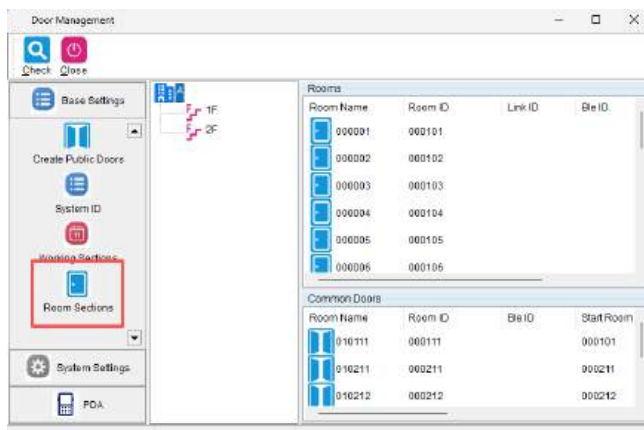
Common Doors

Room Name	Room ID	Bit ID	Start Room
010111	000111		000101
010211	000211		000211
010212	000212		000212

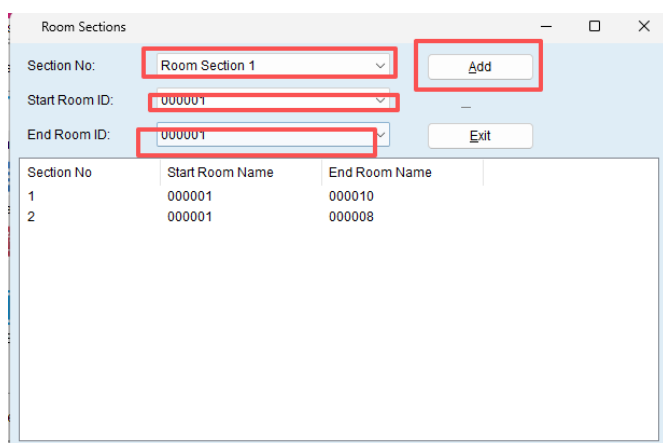


4.6. (Setting Room Sections)

- (Used to set the door opening permission range for the manager card.)



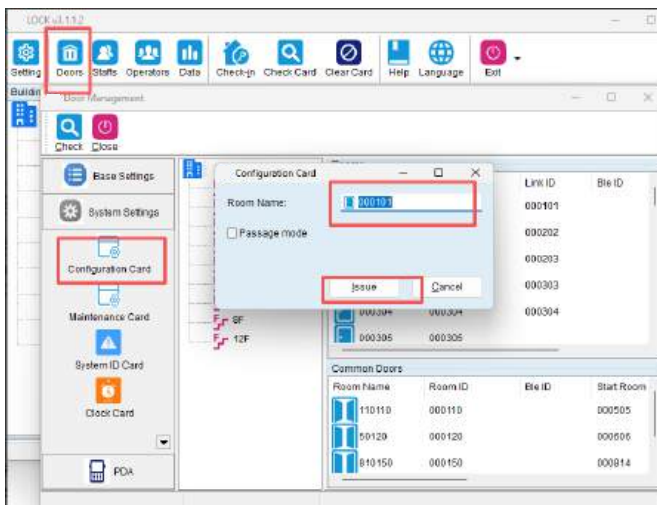
Select the Section No, choose the Start Room ID and End Room ID, then click 'Add'. The table below will then display the room section you have set. **When creating the manager card, room section must be configured.**



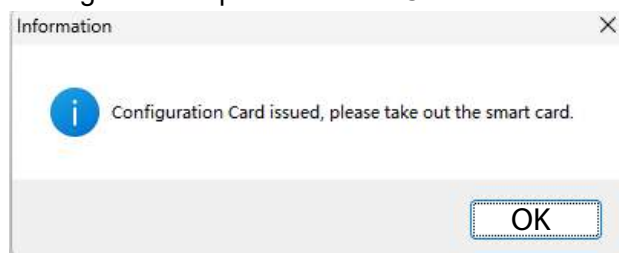
4.7. (Debugging Door Locks)

After completing room information setup, follow these steps to configure the door lock:

Doors → Base Settings → Select the room to be debugged → Connect the card reader → Place the "Configuration card" on the card reader → Press "Issue"

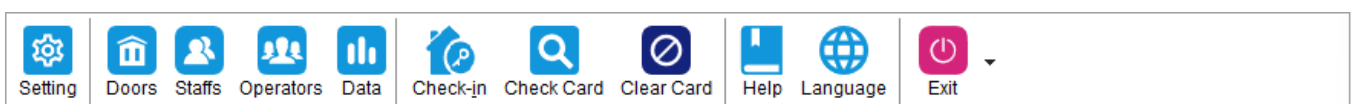


The card reader emits a DI signal indicating card completion. Press 'Confirm' to exit.



Then use the Configuration card to swipe the door lock. The lock will emit a DI sound and the blue light will turn on, indicating successful setup.

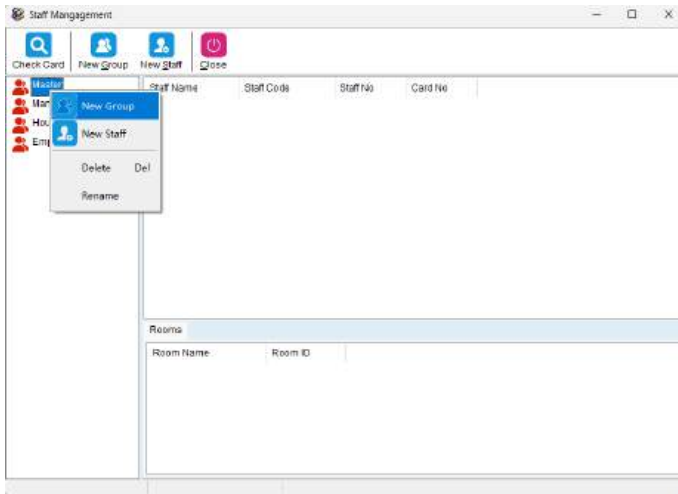
4.8. (Staffs Management)



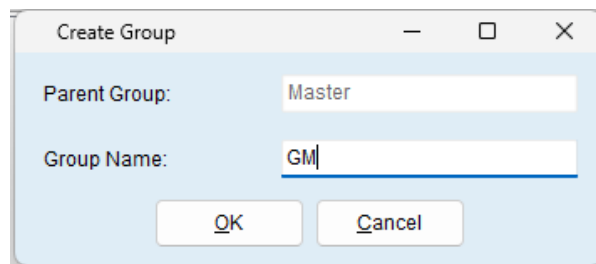
4.8.1. (Master Card)

(The master card: The cards with the highest authority, which can open all door locks.)

Click the "Master Card", then right-click and select 'New Group')

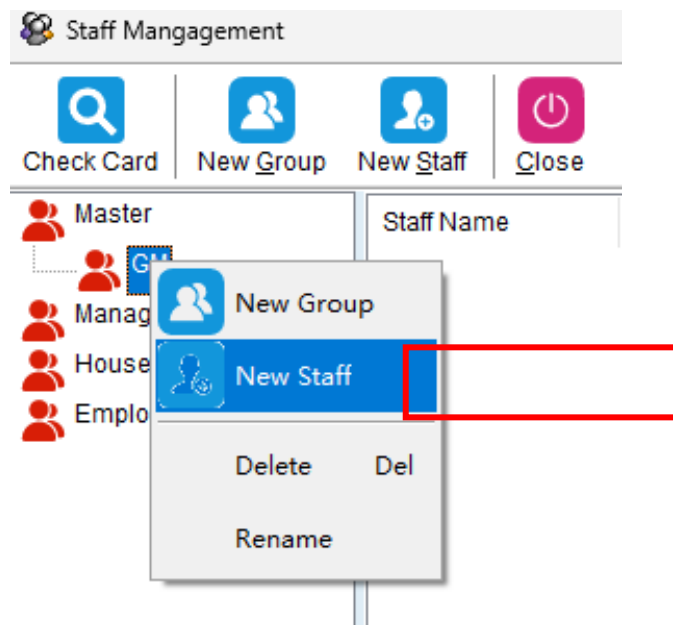


”(Enter the Group Name and press ‘OK’)



Select the group, right-click, and select ‘New staff’

)



Fill in the Member information and click 'Add' to create the members.)

Parent Group: GM

Staff ID Template: 00##

Staff Name Template: 00##

Start Staff No: 1

Staff Count: 1

Buttons: Add, OK, Cancel

Index	Staff ID	Staff Name
-------	----------	------------

(Double-click the member who needs make card, connect the card reader, place the card on the reader, and press 'Issue'.)

New card option : If checked and card is issued, all old master cards will become invalid after the door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.

Staff Management

Buttons: Check Card, New Group, New Staff, Close

Staff Name	Staff Code	Staff No	Card No
0009	0009	9	
0008	0008	8	

Master Card Dialog:

- ☒ New Card
- ☒ Update Card No.
- ☒ Enable Double Lock
- ☐ Passage Mode

Buttons: Issue, Cancel

Rooms:

Room Name	Room ID
-----------	---------

The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.

Information

Master Card issued, please take out the smart card.

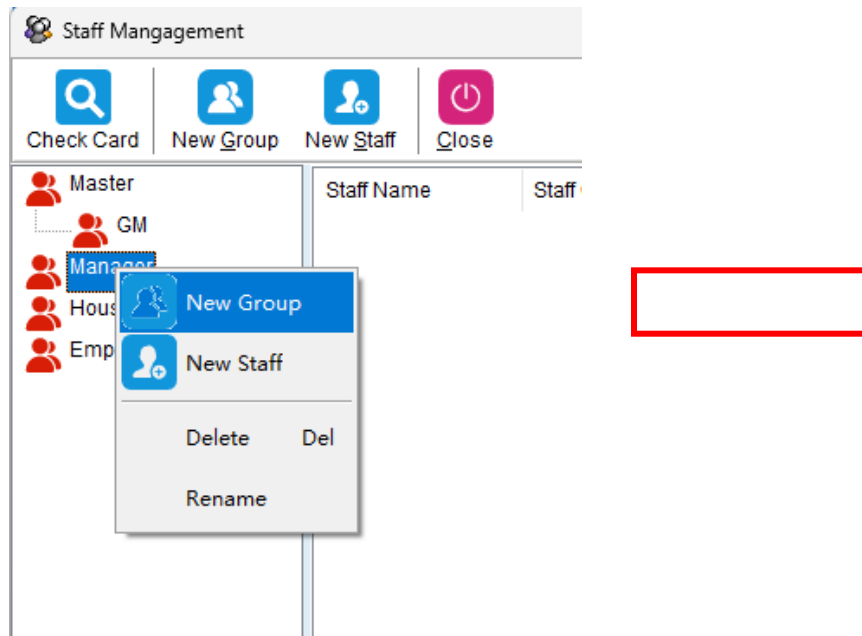
OK



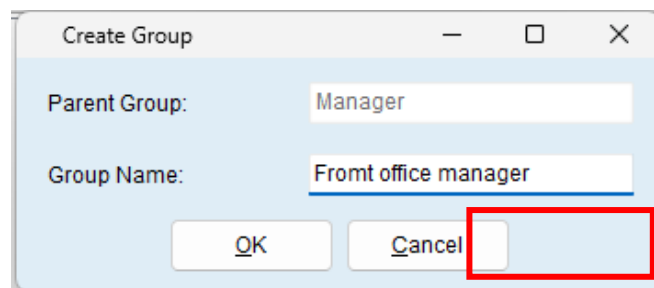
4.8.2. (Manager Card)

o (Managers can open rooms within the room section during the valid time period.)

”(Click the " manager Card", then right-click and select 'New Group')

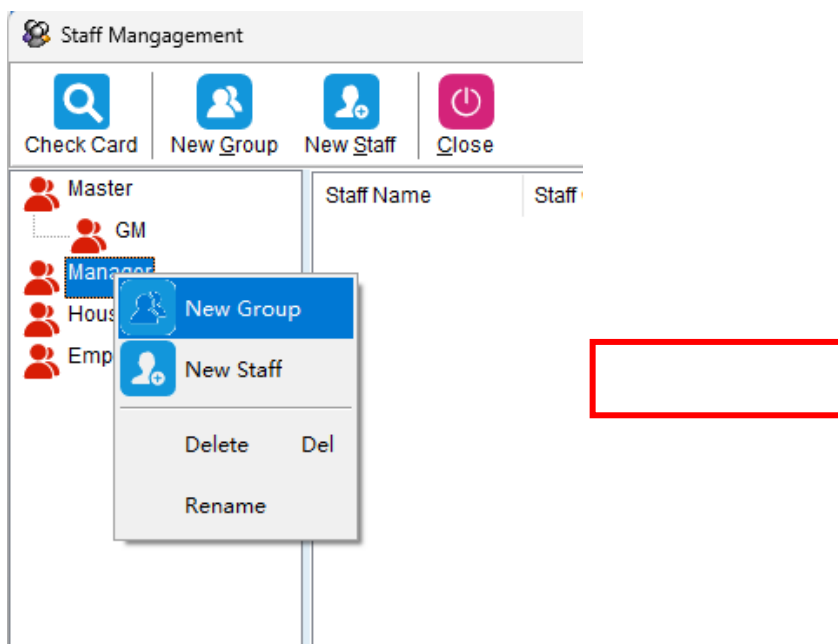


Enter the Group Name and press 'OK')

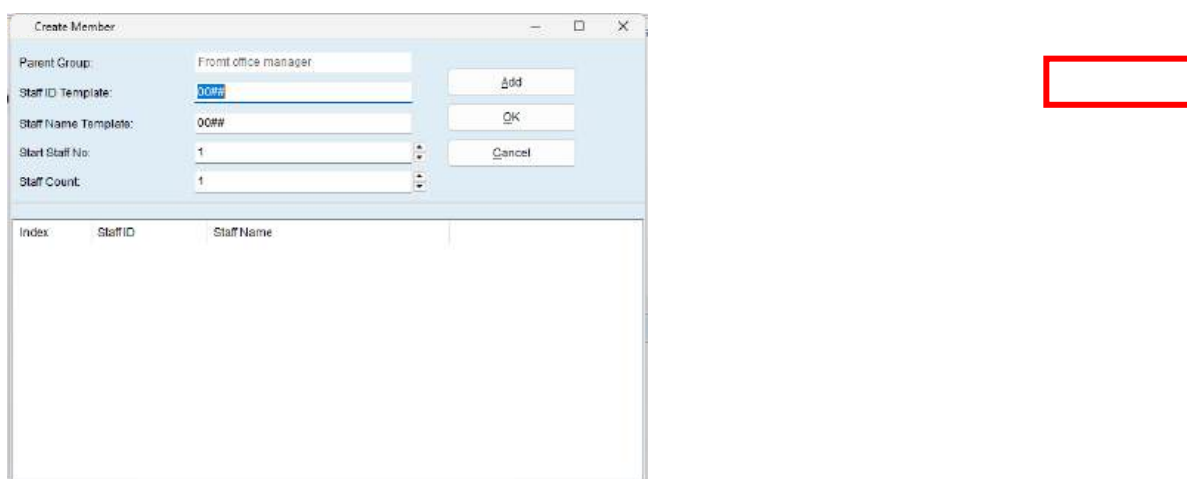


(Select the group, right-click, and select 'New staff'

)



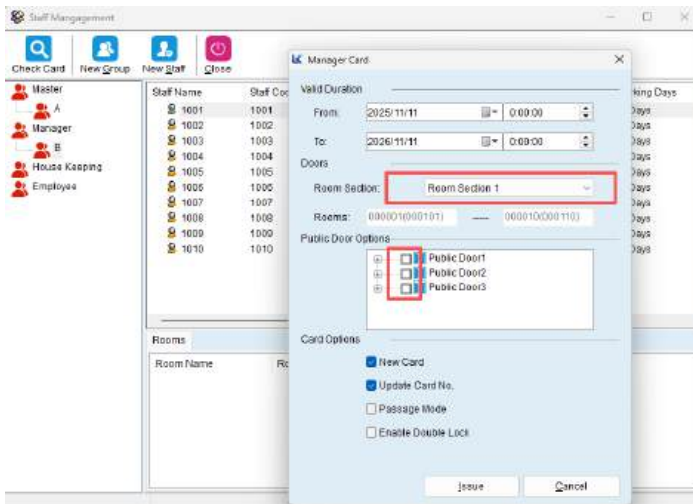
Fill in the Member information and click 'Add' to create the members.)



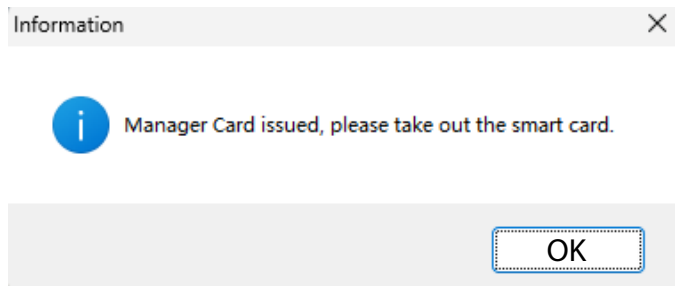
Double-click the member who needs to make the manager card, select the room section number (for room section settings, please refer to 4.7), select the accessible public door, and choose the available floors. Connect the card reader, place the card on it, and press "Issue".

New card option : If checked and card is issued, all old manager cards will become invalid after the door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.



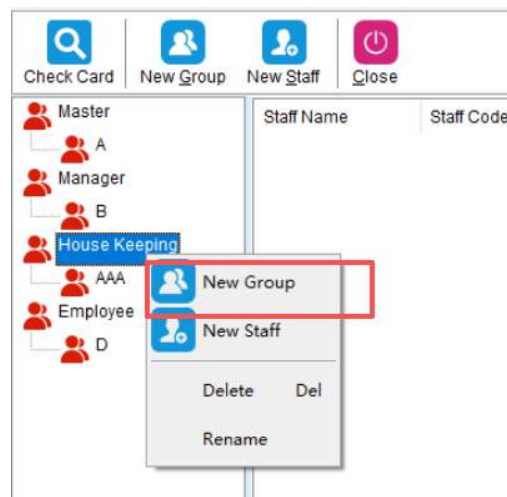
The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



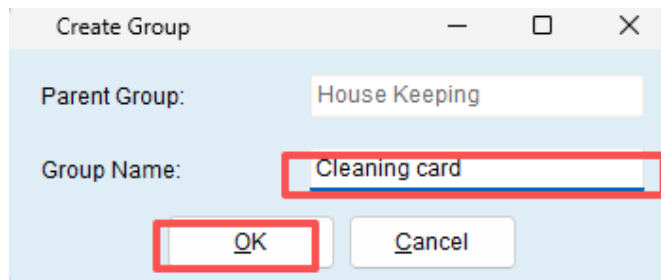
4.8.3. (House Keeping Card)

。(House Keeping Cards can open door locks within the valid floor range during their validity period.)

Click the "House Keeping Card", then right-click and select 'New Group')

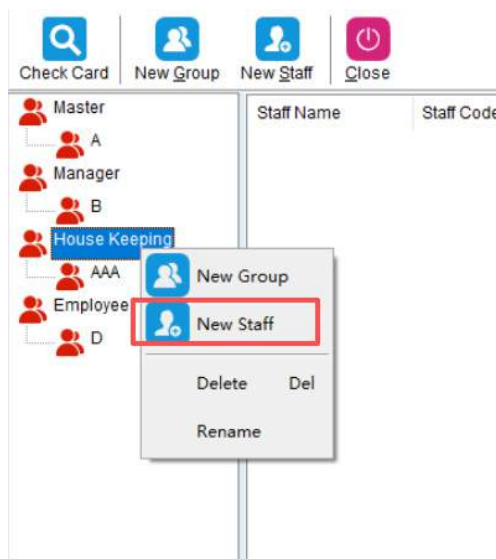


Enter the Group Name and press 'OK')

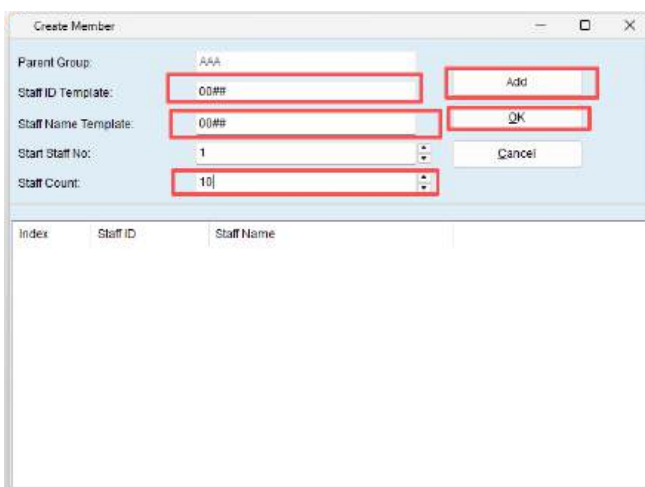


Select the group, right-click, and select 'New staff'

)



。 (Fill in the Member information and click 'Add' to create the members.)

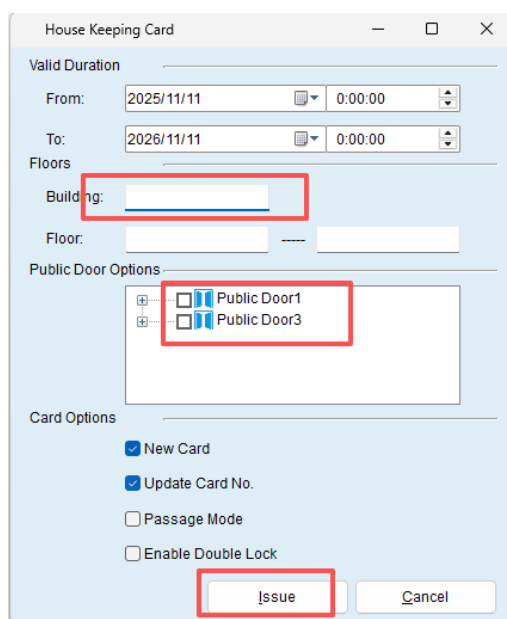


Double-click the member of the House keeping card you need to issue, select the accessible public door, and specify the reachable floors. Connect the card reader, place the card on it, and press the

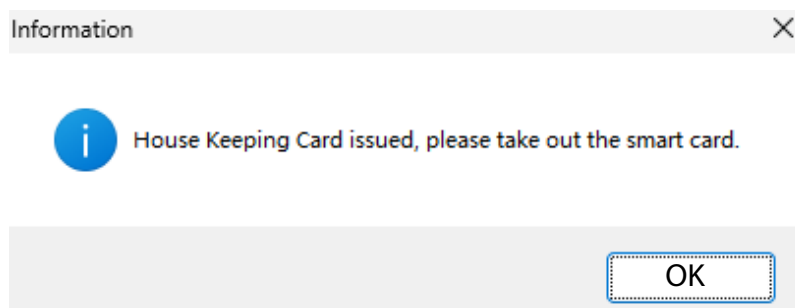
"Issue" .

New card option : If checked and card is issued, all old House keeping cards will become invalid after the door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.



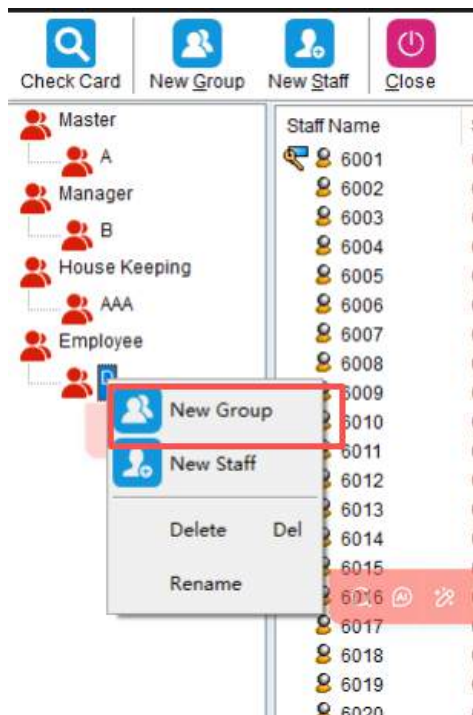
The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



4.8.4. (Employee card)

The employee card must be used with an authorization card. After authorization, the employee card can open the corresponding room.

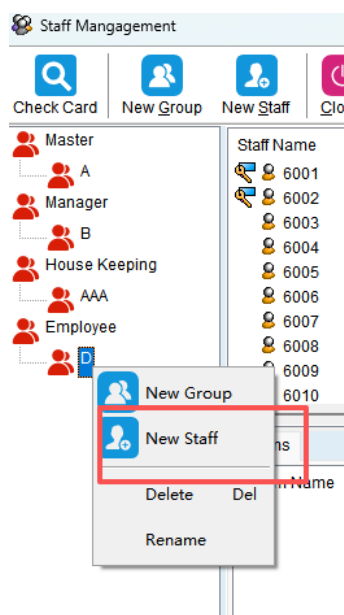
(Click the "Employee Card", then right-click and select 'New Group')



(Enter the Group Name and press 'OK')

(Select the group, right-click, and select 'New staff')

Click "Employee Group", then right-click and select "Create Staff"



Fill in the Member information and click 'Add' to create the members.)

Parent Group: D

Staff ID Template: 00##

Staff Name Template: 00##

Start Staff No: 1

Staff Count: 1

Add OK Cancel

Index	Staff ID	Staff Name
-------	----------	------------

Double-click the member who needs to issue the employee card, select the public door t, and choose the floor to access. Connect the card reader, place the card on it, and press "Issue".

New card option : If checked and card is issued. The member's old employee card is invalid

The door lock is swiped with the new card

Update Card No option: If the card cannot open the door lock due to the card no issue, you can check this option and reissue the card, which will then be able to open the lock normally. The old card will not be affected.

Employee Card

Valid Duration

From: 2025/11/14 0:00:00

To: 2026/11/14 0:00:00

Public Door Options

Public Door1

Public Door3

Card Options

☒ New Card

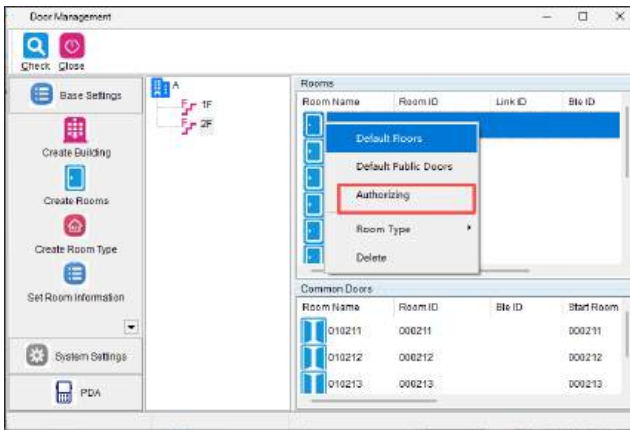
☒ Update Card No.

☐ Passage Mode

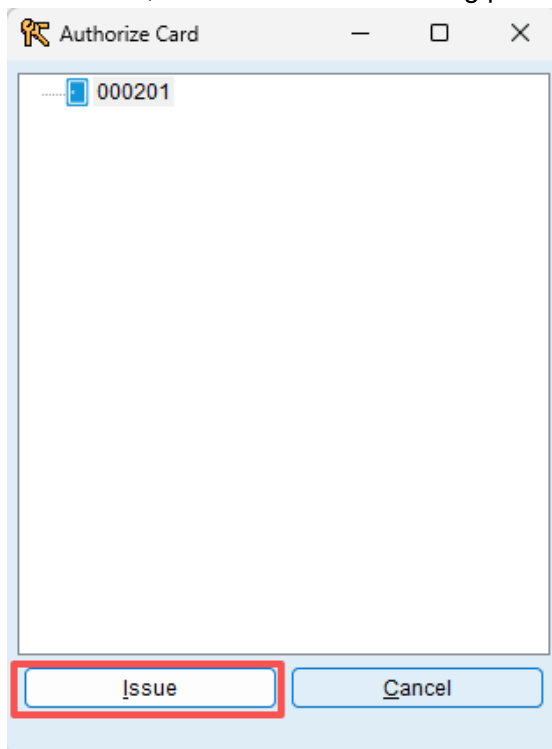
☐ Enable Double Lock

Elevator Issue Cancel

The card reader emits a DI signal indicating card production completion. Press 'OK' to exit.



Click on "Issue", and after the card making process is completed, you need to swipe it on the door lock.



4.9. (New guest card)

Double-click the room to issue the guest card, place the card on the card reader, select 'New Card' and press 'Issue'.

Guest Card

Room Name

000002

Inner Room:

Room Name

Room ID

Staying Days:

1

Arrival Time:

2025/11/11

20:32:07

Departure Time:

2025/11/12

12:00:00

More Rooms

Door 1:

Door 2:

Public Door

☒ Public Door1

☐ Public Door3

Guest Name:

Passport / ID:

Phone No:

E-mail:

☒ New Card

☐ Duplicate Card

Check Card

Issue

Check-out

Cancel

The card reader emits a DI signal indicating card production completion. Press 'Confirm' to exit.

4.10. (Duplicate card)

”

Double-click the room to issue the guest card, place the card on the card reader, select ‘Duplicate Card’ and press ‘Issue ‘

Guest Card

Room Name

000002

Inner Room:

Room Name

Room ID

Staying Days:

1

Arrival Time:

2025/11/11

20:32:07

Departure Time:

2025/11/12

12:00:00

More Rooms

Door 1:

Door 2:

Public Door

☒ Public Door1

☐ Public Door3

Guest Name:

Passport / ID:

Phone No:

E-mail:

☐ New Card

☒ Duplicate Card

Check Card

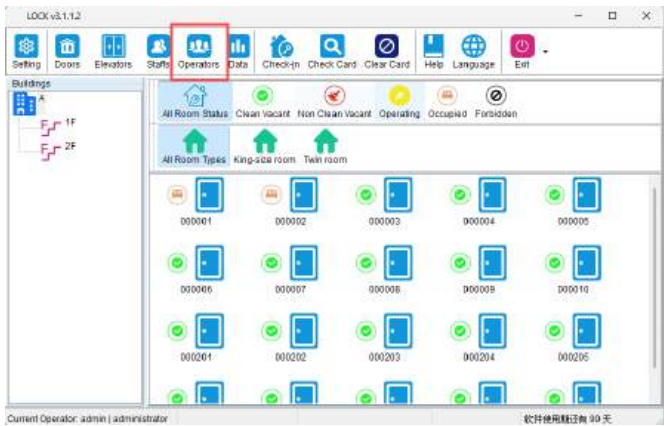
Issue

Check-out

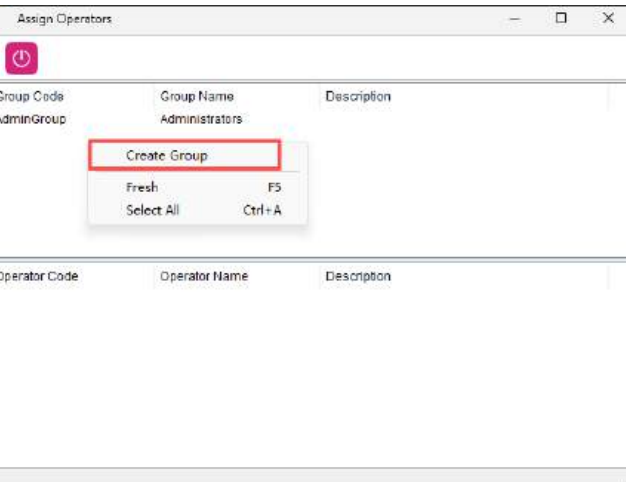
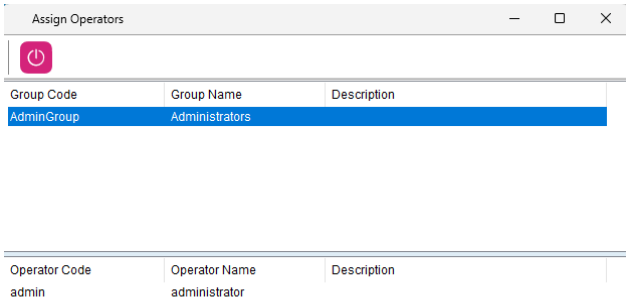
Cancel

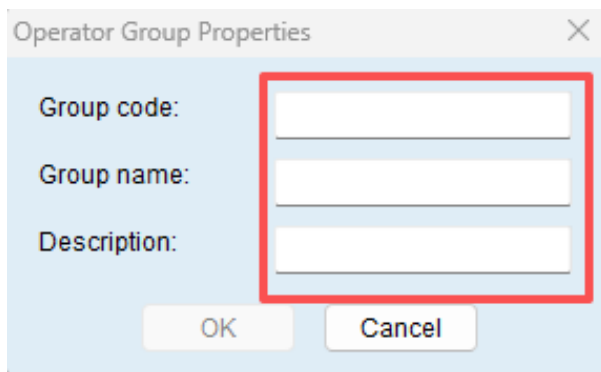
4.11. (Set login permissions for software)

This feature is used to set access permissions for hotel staff to software.



(Create operator group)





Operator Group Properties

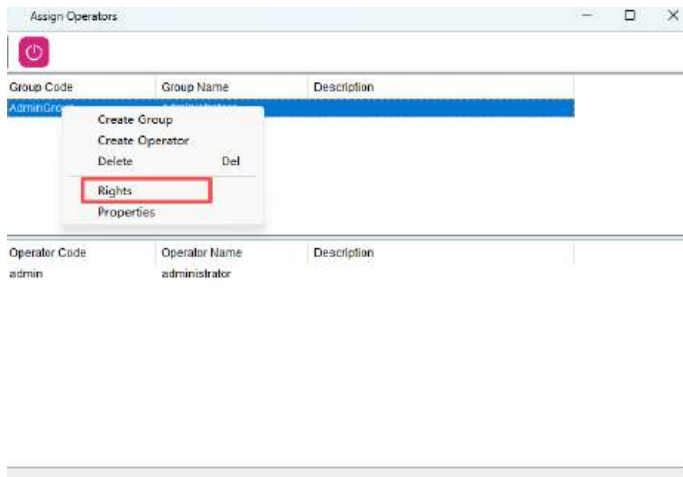
Group code:

Group name:

Description:

OK Cancel

(Set the group permission)



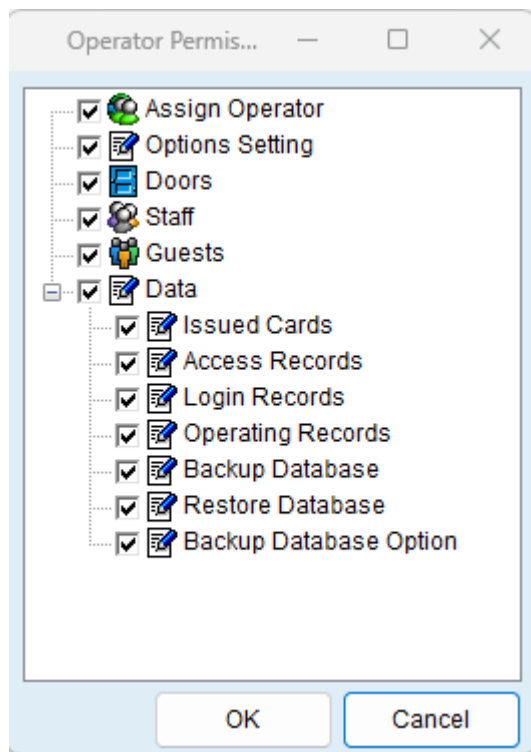
Assign Operators

Group Code	Group Name	Description
AdminGro		

Create Group
Create Operator
Delete
Rights
Properties

Operator Code	Operator Name	Description
admin	administrator	

Set permissions for different groups as needed. Typically, Admin is the highest administrator and can access all features of the software.

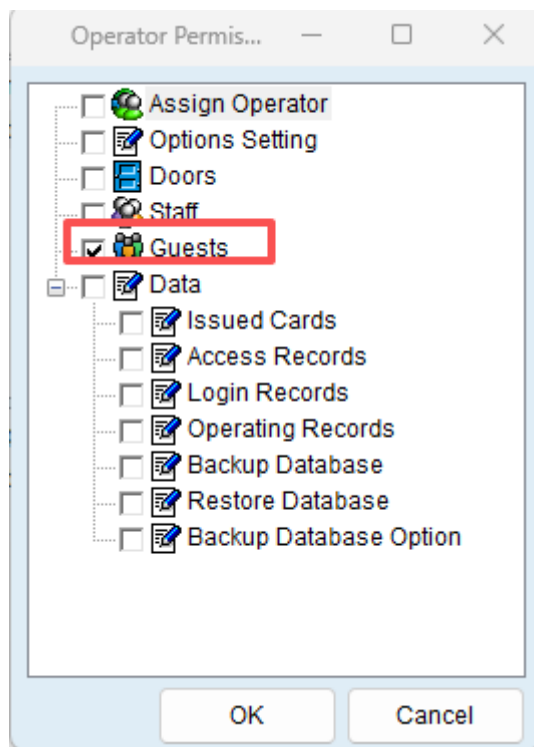


Operator Permissions

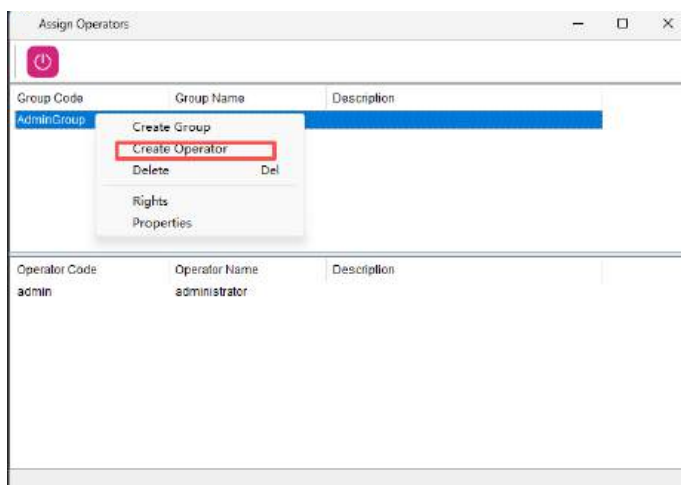
- ☒ Assign Operator
- ☒ Options Setting
- ☒ Doors
- ☒ Staff
- ☒ Guests
- ☒ Data
 - ☒ Issued Cards
 - ☒ Access Records
 - ☒ Login Records
 - ☒ Operating Records
 - ☒ Backup Database
 - ☒ Restore Database
 - ☒ Backup Database Option

OK Cancel

The front desk staff can only manage guests. Set up as shown below, then press OK.



(Create operator)



After filling in the Operator Code, Name, Password, click 'OK'. After exiting the software, you need to enter the operator code and password to log in the software again.

Add Operator

Operator Code:

Operator Name:

Description:

Login Password:

Confirm Password:

Expired Date:

2025/12/11

Status:

Inactive

Active

OK

Cancel

The length of password is 8, then must contains lower case char, upper case char, digit char and special char.

(Right-click the operator, set the room types that operators can operate)

Assign Operators

Group Code	Group Name	Description
AdminGroup	Administrators	

Operator Code	Operator Name	Description
admin	administrator	

Create Operator

Properties

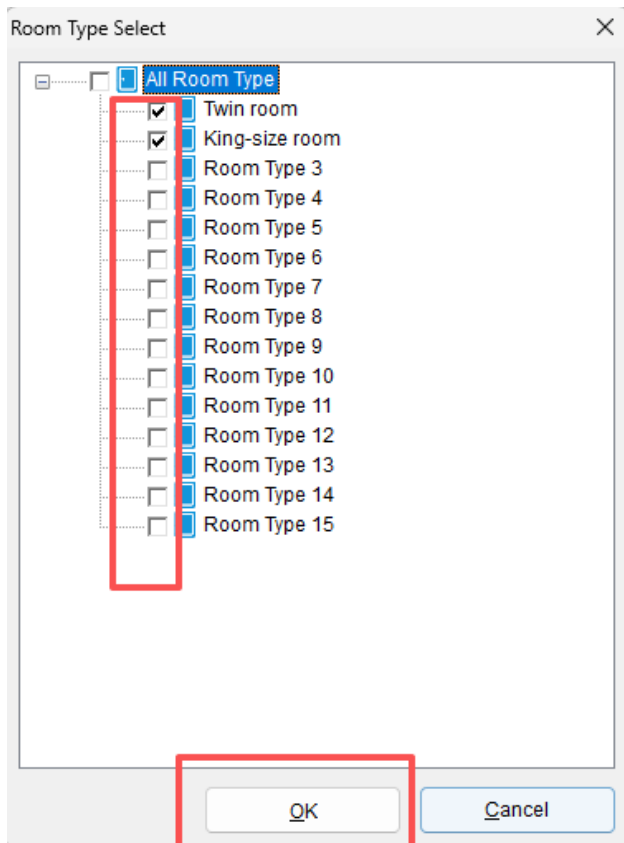
Reset Password

Delete

Del

Rights

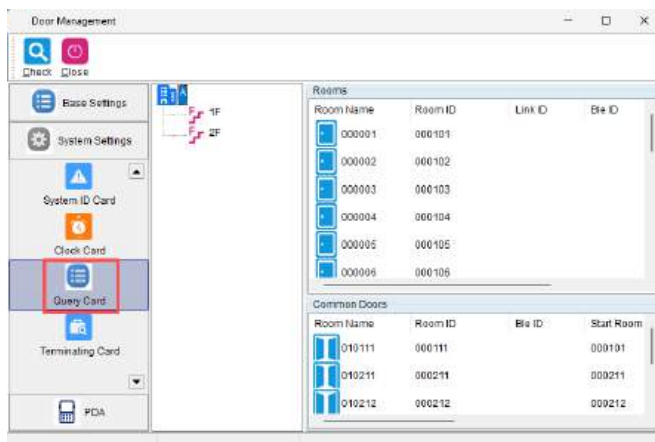
Room Type

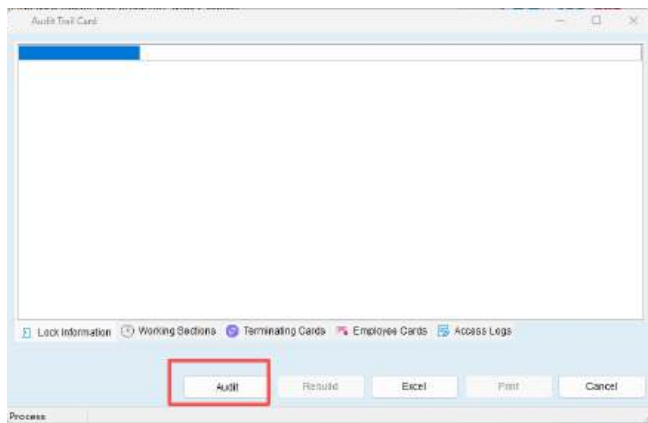


5. (Opening records)

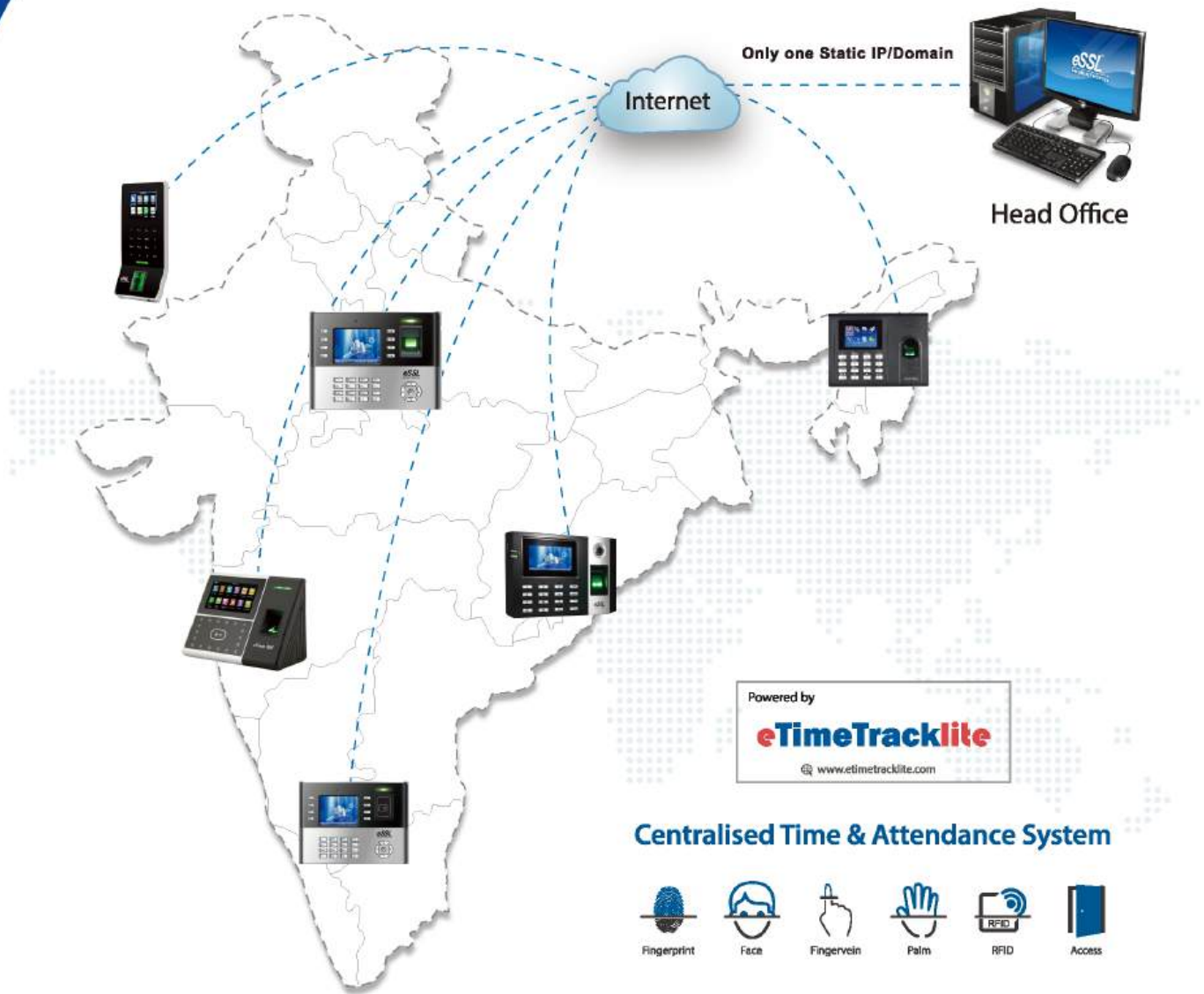
Swipe the Master Card. before the light off, swipe the Data Card. The Data Card must remain in the designated slot for approximately 75 seconds. The process concludes with a long D1 beep, confirming successful data retrieval.

Next, place the Data Card on the card reader and press the 'Audit' button.





Manage Time & Attendance for all your Branches from Head Office



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Enterprise Software Solutions Lab Pvt. Ltd. (Corporate-Office)

#24, 23rd main, Shambhavi Building, J P nagar 2nd phase, Bengaluru - 560078

www.esslsecurity.com | sales@esslsecurity.com | Ph : 91-8026090500